



**MISSISSIPPI STATE
DEPARTMENT OF HEALTH**

**OFFICE AGAINST
INTERPERSONAL VIOLENCE**

**REQUEST FOR PROPOSALS
SFY 2022**

**State of Mississippi
Domestic Violence Shelter Fund**

**March 15, 2021
Release of RFP**

**March 31, 2021 – 5:00 pm (CST)
Response Deadline**

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INTRODUCTION

The Office Against Interpersonal Violence (OAIV) of the Mississippi State Department of Health (MSDH) is pleased to provide this Request for Proposals (RFP) for state funding to support victims of domestic violence. All awards will be issued on a competitive basis. OAIV is seeking applications for the following grant funding source:

- State of Mississippi Domestic Violence Shelter Fund

Applicants may submit one proposal for each eligible organization. Funds will be allocated in accordance with state requirements and the intended uses of the grant program for a one-year period from July 1, 2021 through June 30, 2022. The RFP includes instructions for grant submission, grant specific guidelines and budget requirements, as well as guidelines for scoring applications. ***This is a competitive review process.*** Applicants are required to submit projects that are new and innovative approaches to their scope of services. **Please read all sections of the RFP and all accompanying documents carefully. There have been some changes. All Appendices are considered part of the RFP.**

The full application can be found on the MSDH website at the following link: <http://HealthyMS.com/rfp>.

RFP Timeline Dates

Announcement of Funding Opportunity	March 15, 2021
Applicant Questions Due	March 19, 2021
OAIV Response to Questions	March 23, 2021
Application Due	March 31, 2021 by 5:00 pm (CST)
Notice of Intent to Award	May 1, 2021
Implementation Date	July 1, 2021

Award Period:

Projects selected for funding must begin on or after 07.01.2021 and end on or before 06.30.2022. Due to the availability of funding, OAIV can no longer support twenty 24-month project periods. Projects may not exceed a 12-month project period.

APPLICANT ELIGIBILITY REQUIREMENTS

This solicitation is open to continuation projects and new projects. The following type of organization is eligible to apply for funding:

- Domestic Violence Shelter Program in the state of Mississippi

A Domestic Violence Shelter Program must meet the following requirements (MS Code Section 93-21-107):

(a) Be incorporated in the state or recognized by the Secretary of State as a private or public nonprofit corporation. Such corporation shall have a board of directors and/or an advisory committee who represents the racial, ethnic and social economic diversity of the area to be served, including, if possible, at least one (1) person who is or has been a victim of domestic violence.

(b) Have designed and developed a program to provide the following basic services to victims of domestic violence and their children:

- i. Shelter on a twenty-four (24) hour a day, seven (7) days a week basis.
- ii. A twenty-four (24) hour, seven (7) days a week switchboard for crisis calls.
- iii. Temporary housing and food facilities.
- iv. Group support and peer counseling.
- v. Referrals to existing services in the community and follow-up on the outcome of the referrals.
- vi. A method of referral for medical care, legal assistance and group support and counseling of victims of domestic violence.
- vii. Information regarding reeducation, marriage and family counseling, job counseling, and training programs, housing referrals, and other available social services.
- viii. A referral program of counseling for the victim and the offender.

In addition to the statutorily authorized requirements above, all applicants must meet the eligibility requirements below. Additional requirements may be applicable, so applicants should be sure to read the entire RFP carefully, including the separate Appendices.

1. DUNS Number: All applicants must obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine-digit identification number that is assigned for FREE to all businesses required to register with the US Federal government for contracts or grants. A DUNS number is required to apply for OAIV grants. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>. Any organization intending to apply should review this resource as soon as possible, as obtaining a DUNS number may take some time.
2. System for Award Management (SAM) Registration: All applicants are required to register with System for Award Management (SAM) and submit proof of current registration with the application. SAM is a federally owned and operated free website that consolidates the capabilities of various federal registration sites, and it will be used to populate the information needed to report subgrant information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. Any organization intending to apply should review this resource as soon as possible, as the registration process may take some time.

3. Record of Service Provision: Organizations must have a record of providing direct services to victims of domestic violence for a minimum of one year. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. Applicants not having such a record of direct services may be eligible only if partnered with an organization having such experience and record. The partnership must be documented in writing by memorandum of agreement (MOA), memorandum of understanding (MOU) or other executed document explaining the roles and responsibilities of each party.
4. No Charge to Victims: Victims of domestic violence must not be charged for any DV-related services. In the event that services that are normally available through other funding sources (inclusive of insurance) are provided to a victim of domestic violence, entities can seek reimbursement from those sources. Decisions regarding payment are left to those funding entities.
5. Evidence-based, trauma-informed, and culturally and linguistically appropriate programming: Each applicant must be engaged in the delivery of evidence-based programming or use best practices (as identified and supported by research) in their provision of services. Funded services are to utilize a trauma informed, culturally and linguistically responsive approach.
6. Appropriately trained, licensed and/or certified staff or volunteers: Any staff or volunteer providing services or otherwise carrying out grant activities must receive proper training and must possess any applicable professional licensure or certifications required by Title 73 of the Mississippi Code. For example, a person employed or volunteering as a Social Worker should have necessary education and licensure by the proper accrediting agency as required by Mississippi Code Section 73-54-1 et seq.
7. Confidentiality: A domestic violence shelter shall require persons employed by or volunteering services to the shelter to maintain the confidentiality of any information that would identify individuals served by the shelter.
8. Voluntary Services: All services must be provided to victims on a voluntary basis. Victims shall not be required or mandated to participate in any activity as a condition of receiving services. Direct services are to be provided regardless of a victim's participation in the criminal justice process. Victim eligibility for direct services is not dependent on the victim's citizenship and/or immigration status.
9. Organizational Operating Hours: The applicant must have provisions for the manning of hotline numbers, admissions to services, and other intervention by trained individuals associated with the applicant who are equipped to provide immediate assistance, at all times of the day or night (24 hours per day/ 7 days per week – inclusive of all holidays).
10. Non-Profit Agencies: All non-profit recipients of funding must make their financial statements available online (either on the sub-recipient's or another publicly available website). Recipient organizations that have Federal 501(c)(3) tax status are deemed in compliance with this requirement, with no further action needed, to the extent that such

organizations files IRS Form 990 or similar tax documents (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

11. Compliance with Regulatory Agencies: All applicants should ensure that its operations are following any applicable federal, state or local regulatory provisions, including, but not limited to, zoning and land use regulations, permitting or inspection requirements, criminal history or other background checks, or certification and licensure requirements.
12. Compliance with Victim Services Standards: Any organization funded must comply with minimum standards for victim services recognized by OAIV. Nothing in this section requires membership in any organization.
13. Good Standing: No organization that has had an award through OAIV terminated for cause during the immediate past two (2) years will be eligible to apply, unless sufficient justification is submitted to OAIV which, in the sole discretion of OAIV, supports the award of funding. The organization will be in good standing with the MS Secretary of State's office (MS SOS), as well as their licensing and/or certifying entities.

SUBMISSION OF APPLICATION

All applications for the SFY 2022 funding cycle will be completed and submitted through Smartsheet. Smartsheet will automatically date and time stamp all submissions. This will be the official time utilized by OAIV. Instructions for the preparation of the application are found within this RFP. **Applicants should begin their application process as early as possible and not wait until the deadline.**

APPLICATION DUE DATE
<i>Applications will only be accepted via Smartsheet</i>
Deadline to submit applications is:
March 31, 2021
5:00 PM (CST)
Link to submission: https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.smartsheet.com%2Fb%2Fform%2F59695dbd92c143baaf5d1f12b706aade&amp;data=04%7C01%7Cpatti.williams%40msdh.ms.gov%7C08dc5a9650734db08cc208d8e7e6092c%7C559042dc8bf04d869fc0bf4c7503c79%7C0%7C637514322482951952%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&amp;data=oLvO%2BnUtPV1%2BJvhHaEa2KsvJuTYhzkAR%2FD1LPbPF%2B5A%3D&amp;reserved=0

Extensions will not be allowed. Please begin the submission process early in case you have technical/submission difficulties. Please note that your organization will receive a formal Notice of Intent to Award or a denial letter.

Once your application is submitted in Smartsheet, entities will not be able to revise the applications and any supporting/required documentation. Applicants will be evaluated based on their submissions. As a result, please be sure to submit an application that is responsive to this RFP and has been thoroughly reviewed internally prior to submission. Entities must include all required information in the Smartsheet application submission.

New Applicants are entities submitting an application that were not funded in SFY 21.
Continuation Applicants are entities submitting an application that were funded in SFY 21.

APPLICANT INFORMATION

State Domestic Violence Shelter Funds. MSDH is the state agency granted the authority pursuant to state law (MS Code Section 93-21-117, 2014) to administer the Victims of Domestic Violence Fund, established as direct support for qualifying domestic violence shelters in the state of Mississippi. The money in the fund comes from various sources: standard state monetary assessments for certain violations, misdemeanors and felonies pursuant to Miss. Code Section 99-19-73; certain bond fees as provided by Miss. Code Section 83-39-31; additional fees charged and collected for marriage licenses under the provisions of Section 25-7-13; and any other sources of funding.

The purpose of the DV Shelter program is to provide safe, secure, accessible, nondiscriminatory shelter for all victims of domestic violence regardless of race, color, religion, age, marital status, national origin or ancestry, gender identity or sexual orientation, in compliance with Mississippi state law, and any regulations or rules adopted by the Office Against Interpersonal Violence within MSDH.

All shelter programs must have capacity for provision of services and admission at all hours, including nights, weekends and holidays. A crisis line or switchboard available on a 24 hour a day, 7 day a week basis must be staffed at all times by staff or volunteers employed with or affiliated with the shelter, all of whom have been trained by the shelter program in responding to crisis calls and crisis intervention. A victim seeking assistance must be able to reach a trained individual at any time during a 24-hour period. At no time shall a crisis line be answered by a third-party answering service, which then forwards calls to shelter staff, or takes messages and passes them to shelter staff for call-back (barring exigent circumstances, such as natural disasters).

Funding Availability.

Approximately \$750,000 is available for SFY 2022. OAIV anticipates awarding no more than 15 sub-grants.

Continuation applicants are eligible to request level funding. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match (as still applicable at the time of this RFP release), and the sustainability of the project. All awards are subject to the availability of appropriated funds and any

modifications or additional requirements that may be imposed by law and/or OAIIV. Funding requests are requests. OAIIV may award less than requested based on the number of subgrant awards, funding priorities, etc.

Match:

At the time of the release of this RFP, there is a 25% match requirement on funds distributed by MSDH under the DV Shelter Program. If current legislation, House Bill No. 695 is signed into law, the 25% match will be removed, although each grantee is expected to maintain the same level of financial effort towards the project as they did in 2020-2021. (Example: in SFY 2021, the total project was \$85,000, in SFY 2022, you are required to at least continue to provide the same funding towards the project, no matter the amount of state funds you are awarded.) In the event of relief from matching requirements, OAIIV expects the size and scope of the current DV programs to remain the same. Programs should not decrease due to relief from the matching requirement.

At this time, state funds may be used to pay up to 75% of the cost of the project. Please refer to instructions for match calculation on page 22. Applicants must satisfy the required match with CASH. **NO IN-KIND MATCH** is permissible under the DV Shelter Program. State funds provided through an award can be used as match for federal funding. Again, should current legislation provide relief from the match requirement, this will not be required.

Purpose and Priority Areas:

It is the purpose of this funding to provide an avenue for domestic violence shelters in Mississippi to enhance their programs, providing for a greater diversity of domestic violence victims/survivors. To date, the traditional model of service provision in the State has been to house female domestic violence victims and their children, boys only under the age of 13, in a group setting.

While this traditional model of service delivery has met the needs of many victims of domestic violence, there are many victims of domestic violence who remain unserved or underserved. There is still a need for emergency shelter and yet, if an organization is providing only emergency shelter, there remain many opportunities to provide services and supports to victims of domestic violence. The traditional service delivery model has not typically included a focus on male or adolescent victims of domestic violence or LGBTQA+ individuals who are not biological women. There are many opportunities to expand the traditional service delivery model.

The priority areas this year are:

1. Services which the program does not already provide.
2. Community services, reaching a new segment of domestic violence victims.
3. Obtaining working MOUs with organizations in the applicant's communities that provide a service or services the applicant's organization is unable to deliver.

The list below provides *examples* of the services that the applicant organization may not currently offer but would allow the applicant to provide a more comprehensive array of services to their communities. With the exception of community educational services, all services provided must relate back to each person's plan for safety, security, and support.

Emergency Services

- Safe home network

- Shelter for non-female dv victims
- Mobile advocacy
- Pet Shelter
- Emergency cell phones

Legal and Financial Assistance Services

- Assistance with orders of protection
- Court accompaniment/advocacy
- Court/legal lay assistance
- Court/legal assistance by attorney
- Attorney referral for protection orders
- Attorney referral for criminal cases
- Attorney referral for family court
- Court accompaniment/advocacy
- Expert testimony
- Child custody services
- Legal resource planning
- Legal clinics
- Legal representation
- In-shelter financial aid
- Immigration services
- Financial empowerment training

Housing Services

- Transitional individual housing
- Transitional family housing
- Permanent individual housing
- Permanent family housing
- Alternative housing counseling
- Relocation services
- Transportation

Psychotherapy Services

- Non-resident counseling
- Peer support groups
- Counseling for friends and family
- Sexual violence support groups
- Incest counseling
- Ritual abuse counseling
- Substance abuse counseling
- Sex offender counseling
- Counseling for batterers

Support Services

- Peer Support
- Job skills training
- Job search/placement
- Parenting skills training

- Health and wellness programs
- Onsite medical services
- Onsite mental health services
- Spiritual services

Children's Services

- Safety planning for children
- Teen activity program
- Art/music therapy
- Child care facility
- Child abuse services
- After school programs
- Educational programs
- Child development
- Tutoring services
- Onsite schooling
- School liaison
- Summer camp
- Youth counseling
- Pet therapy
- Play therapy
- Onsite pediatric forensic nurse exams
- Safety planning for children

Wrap Around Services

This must follow the 10 principles of the wrap-around process.

Community Educational Services

- Domestic violence workshops
- Speaker's bureau

REVIEW AND EVALUATION OF PROPOSALS

Incomplete applications (those which do not follow the requirements of this RFP, include all components or all required attachments) will be determined to be nonresponsive to the RFP. **Nonresponsive applications will NOT be considered for funding through this RFP.** The applicant will be notified it is not eligible to receive funding. It is each applicant's responsibility to ensure all directions are followed, necessary components of the application are completed and all required documents are uploaded.

- The total application shall be no more than 20 pages, minus all required forms for new applications and 15 pages, minus all required forms for continuation applications.
- The cover page shall include: The applicant organization's name; person who is the authorized signatory, their phone number and email address; and that the application is for the DV Shelter Fund.
- The narrative portion of the application should be single spaced, 1" margins in Times New Roman 12 font.
- All uploaded documents submitted into Smartsheet are to be in Word, Excel and/or pdf.

Each application will be evaluated on the following:

1. Organizational Capacity
2. Identified project which fits within the purpose and priority areas for the funding source;
3. A clear description of how the project will address the identified problems and needs;
4. Goals, objectives, activities, outputs, and outcomes;
5. Sustainability Plan;
6. Budget detail and narrative that supports the achievement of the goals and activities; and
7. How the applicant includes community-based services within their proposal.

Evaluation Criteria

Item	New Applicants	Continuation Applications
Organizational Information		
• Organizational Capacity	10	
Project Narrative		
• Problem/Need	10	10
• Implementation	20	20
• Goals/Objectives/Activities	20	25
• Sustainability Plan	20	20
Budget		
• Summary/Details	10	10
• Narrative Justification	10	15
Totals:	100	100

This review will evaluate whether, and to what extent, the project will assist the state in meeting the minimum funding requirements and overall state plans for the delivery of services.

As part of its overall grant management duties, OAIV reserves the right to determine the best use of funding. The final review will also determine, if an award is to be made, whether requested funding will be reduced, or any additional requirements (e.g. special conditions of the subgrant award) will be placed upon the applicant. There is no guarantee that a project will be continued, nor is there a guarantee that current amounts of funding will be awarded.

NOTICE OF AWARD AND ACCEPTANCE PROCEDURES

After all stages of review are completed, a Notice of Intent to Award or NOA or denial of funding will be sent to each applicant via email within 60 calendar days.

Notice of Intent to Award:

The NOA will be sent via email to the authorized signature authority listed on the application notifying them of the award amount and other pertinent information, including the date of any mandatory post-award orientation or training events. The Sub-grant Agreement between the state and the recipient and all accompanying documentation will be prepared by OAIIV and sent through the MSDH routing process for final approval. Fully reviewed and approved sub-grant agreements will be sent to the awardee via DocuSign.

Denial:

Applicants who are denied funding will be notified via email of the denial. There will be no reconsideration of the denial.

POST-AWARD ORIENTATION AND TRAINING

Each organization receiving an award(s) from OAIIV will be required to have a minimum of two individuals participate in a mandatory Grantee Orientation. The project director for the DV project and the organization's financial point of contact are expected to attend the orientation. Successful applicants will be notified of the location and time for this meeting.

APPLICATION INSTRUCTIONS

Contents of Application

Each **new application** shall contain the following required components:

1. Coversheet
2. Organizational Information
3. Project Narrative
4. Budget Request and Narrative
5. Job Descriptions of Personnel Included in the Funding Request

The following documents, as applicable, are also required **for each new application** and must be uploaded to Smartsheet individually:

1. Authority to Apply Documentation
2. Designation of Signature Authority
3. SAM registration
4. IRS Determination, if applicable
5. Indirect Cost Information, if applicable
6. Organizational Chart
7. Volunteer Job Descriptions, if applicable
8. Financial Capability Questionnaire
9. Match Source Verification, if applicable

Each **continuation application** shall contain the following required components:

1. Coversheet
2. Any Organizational Information that has changed since the last application submission
3. Project Narrative
4. Budget Request and Narrative
5. Any new Job Descriptions of Personnel Included in the Funding Request

The following documents, as applicable, are also required **for each continuation application** and must be uploaded to Smartsheet individually:

1. Authority to Apply Documentation
2. Designation of Signature Authority
3. SAM registration, if expired since last submission
4. IRS Determination, if changed since last submission
5. Indirect Cost Information, if changed since last submission
6. Organizational Chart, if changed since last submission
7. Volunteer Job Descriptions, if applicable and changed since last submission
8. Financial Capability Questionnaire, if changed since last submission
9. Match Source Verification

APPLICATION PREPARATION

- **Organizational Information.** All new applicants will be required to complete basic information about their organization. All **continuation** applicants will be required to provide any information that has changed since February 2020.

Provide the following information:

Organization's Name and Eligibility

- Organization's legal name and DBA and mailing address
- Organization's Program Name if different than above
- Is the organization a religious institution or faith-based organization? If yes, please indicate.
- Is your organization a first-time applicant?
- Are you a nonprofit? Are you a 501.c3?
- Does your organization meet the following criteria to apply for the Domestic Violence Shelter program?
 - (a) This organization is incorporated in the state or recognized by the MS Secretary of State as a private or public nonprofit corporation. Yes or No
(Such corporation shall have a board of directors and/or an advisory committee who represents the racial, ethnic and social economic diversity of the area to be served, including, if possible, at least one (1) person who is or has been a victim of domestic violence.)
 - (b) This organization has designed and developed a program to provide the following basic services to victims of domestic violence and their children:
 - (i) Shelter on a twenty-four (24) hour a day, seven (7) days a week basis.
 - (ii) A twenty-four (24) hour, seven (7) days a week switchboard for crisis calls.
 - (iii) Temporary housing and food facilities.
 - (iv) Group support and peer counseling.
 - (v) Referrals to existing services in the community and follow-up on the outcome of the referrals.
 - (vi) A method of referral for medical care, legal assistance and group support and counseling of victims of domestic violence.
 - (vii) Information regarding reeducation, marriage and family counseling, job counseling, and training programs, housing referrals, and other available social services.
 - (viii) A referral program of counseling for the victim and the offender.Please make a statement whether or not the organization meets the above criteria.

Organization's Governance Authority

- Who has the authority to apply? Who gave that person authority? Please provide a signed letter from the President of the Board of Directors of the organization naming the person within the organization who has the authority to apply on behalf of the organization. Submit the letter as an attachment in Smartsheet. Provide the authorized Official's title, email, phone number and mailing address. Provide the Board President's phone number and email address.

Organization's Point of Contacts

- a. The name, title, email and phone number of the Designated Authorized Signature Authority. The authorized official may designate another individual to serve as the authorized signature authority to sign the application and acceptance documentation on behalf of the non-profit.
- b. The primary point of contact's name, title, email and phone number. The individual must be identified even if a duplicate of above. In some instances, the Primary Point of Contact may be different than the Authorized Official or Designated Authorized Signature Authority Official.
- c. The name, title email and phone number of the primary financial point of contract. The financial official must have the obligatory authority and information to provide certification on behalf of the organization. This individual must also have decision making authority pertaining to budget matters and fiscal responsibilities. This can include a chief financial officer, finance director or Board Treasurer.

Organization's Financial Profile

- a. Federal ID or EIN number
- b. DUNS number
- c. Agency Fiscal Year
- d. SAM Registration Expiration Date
- e. Is your organization requesting indirect cost? If yes, please indicate if your agency has a federally approved negotiated indirect cost rate or if your agency will be using the 10% de minimis rate. Direct costs are those that can be specifically and easily identified with a particular project or activity. Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. You must upload into Smartsheet as an attachment either: -the Federal Negotiated Indirect Cost Rate Approval; -or a written policy and certification of 10% de-minimis utilization.

Organization and Victim Services Description

- a. What is your target population?
- b. What types of victims do you serve?
- c. Does your proposed project provide culturally specific services? If yes, the application narrative must identify and discuss the culturally- specific services provided or proposed to be provided. Additionally, if yes, the applicant must include how individuals outside of the culture to which services are provided will be referred to appropriate services. Applicants must ensure the referral is made and a "warm transfer" occurs.
- d. Does your proposed project provide services to specific un or under-served victim population(s)? If yes, the application narrative must discuss any un or under-served population(s) served or proposed to be served. If yes, please identify the population(s) served.

Organizational History

- a. A brief statement on the organization's history.
- b. The organization's mission statement.
- c. A brief description of the services/programs provided by your organization. This should consist of all victim related services provided, including those not part of this application.
- d. Grant funding sources
List all grants which your organization is currently receiving or which have been applied for to support the same project being proposed in this application.

- Funding sources that would cover identical cost items outlined in this grant application and budget must be included.
 - Do Not Include OAIV grants in this list.
 - Grant sources include the following: federal, state, local, private; as well as appropriations received from local city and county units of government. Please create a chart for this information with the following headings: Grant Name, Grant Number / ID, Time Period of Funding, Applied, Status, Type, Amount of Funding, Purpose of Funds.
- e. If your organization is a current MSDH and/or OAIV sub-grantee, please provide all current funding sources, amount of sub-grant or contract and the beginning and ending date of the sub-grant or contract. Place this information in a table form.
 - f. Please make a statement whether or not a MSDH employee or any of their immediate family members are a board member or volunteer of your organization. If any of those individuals are part of your organization in any way, please provide their name(s), title(s) and county(ies) of employment.
 - g. Provide each member's name of your organization's Board of Directors or other governing body (i.e., trustees, alderman, supervisors, state/federal agency). Nonprofits should include the following for the Board of Directors: name, employment, home address, phone, email and date when current term ends. You should also indicate the Board Officers and their position. Please upload the information into the attachments section in Smartsheet.

Organizational Capacity Describe your agency's expertise and organizational capacity to successfully implement the project.

Note: Please include information on the overall operations of your organization. Specific information related to the activities supported by the DV Shelter Fund will be requested in the project narrative section of the application.

- a. Operational Description: Provide a description of the overall operation of your organization and service model.
- b. Describe the organization's relevant experience and recent accomplishments.
- c. Personnel:
 1. Identify all key personnel, whether or not funded by OAIV, that will be responsible for oversight, management and implementation of the project.
Response should include the following:
 - name, title and qualifications of the individuals;
 - roles and responsibilities;
 - expected contribution to this project;
 - identification of primary contact for this grant project; and
 - identification of individual responsible for the day-to-day project activities.
 2. Project funded personnel
Please see "Project Narrative/Implementation" to provide information on all proposed funded personnel hired or to be hired and upload their job descriptions into the attachments section in Smartsheet.
 3. Provide the Organizational Chart. Please upload it into the attachments in Smartsheet.
- d. Collaborative Partners
Describe your most significant collaborative partnerships with other organizations to ensure effective delivery of services and appropriate referrals. The description must identify the collaborative partners. Partnerships and collaborations can serve a variety of purposes, including: fulfilling gaps in services, referral sources, sharing resources, coordinating

advocacy efforts, and/or improving operations. Examples of collaborative partnerships may include, but not limited to such organizations as: victim services programs, health care, mental health, substance abuse, schools, housing, job training, law enforcement, courts, and prosecutors.

Service Area Description

- a. List the number(s) of the congressional district(s) in which the project(s) will operate. If you do not know your Congressional District then please visit: <http://www.house.gov/representatives/find/>
- b. Name the county(ies) in which the project(s) will operate.

- **Financial Capability Questionnaire.** (Not included in page limits) All **new applicants** are required to complete basic information relating to the fiscal policies of the organization. The fillable form is Attachment A. This form must be signed by an official having sufficient knowledge and authority with regard to finances of the applicant (CFO, Accountant, Comptroller, etc.). All applicants completing a continuation application will be required to note any changes in their application concerning their financial capability. If nothing has changed, the applicant is to make a statement that nothing has changed since the information was received in February 2020.
- **Funded Personnel Information.** (Not included in page limits) All **new applicants** are required to submit job descriptions for all proposed funded personnel. All continuation applicants are required to include job descriptions for any positions that are not currently funded. (For example, an entity does not currently employ a community engagement specialist but seeks to do so. The job description for the community engagement specialist position must be submitted). Resumes and proof of any required licensure or certifications for any staff funded by the program may be requested post award. Please upload the job descriptions as an attachment in Smartsheet.
- **Project Narrative.** All applicants will be required to complete the project narrative section. The project narrative is the description of the proposed project. It sets out what services will be provided with the requested grant funds, who will be impacted/served, who will provide the services, why services are being provided, and what will happen as a result of service provision. The Project Narrative consists of three (3) major components:
 1. **Problem Statement.**
 - a. This section should include a description of the problem as it exists in your community(ies) and why you have chosen this project(s) to strengthen your services to the community and in the community. For example, include data from local law enforcement to substantiate the prevalence of domestic violence in the areas in which you seek to provide services.
 - b. The population which will be impacted by the project. The target population may be an ethnic or culturally specific population. If so, this must be stated specifically in the application.
 - c. In the description of the problem, to the extent available, the applicant should use local information to demonstrate the problem. This will include LOCAL crime statistics, information your agency has collected from various sources (surveys, statistics, etc.). Applicants should list the source of any data or information used. Do not upload a print out of statistics, thinking that meets the requirement. Any statistic that you do not relate to your problem/need or project will be disallowed. National data should only be included when local data is not available. If local data is not available, the applicant

must describe why data is not available. The lack of local data may be the first problem statement to target with grant funding.

2. Implementation. In this component of the application, you should fully explain the following:

- a. *Services to be provided (the project scope of work).* Please see the list of examples on pages 7 - 9. Describe how the applicant agency will implement the project and provide services to address the specific needs identified for your community and target population. This must clearly correspond and align with the stated goals, objectives and activities in this project.
- b. *Staffing required to perform the scope of service.* The roles and responsibilities of involved staff in the project; (all staff mentioned in this section should have a job description that is presently at OAIV or is uploaded into Smartsheet as an attachment with your application) and
- c. *Model for the project delivery.* Answer the following question in this section:
 - Why you chose this project.
 - What are the components of the project?
 - How is your project evidenced-based?
 - How this project will enhance the services you provide victims and their families in your service area.
 - How you use other organizations in the communities you serve to increase the number and quality of services you are able to offer your clients.
 - Not, if they are, but HOW your services are victim-centered, trauma informed and linguistically and culturally responsive? Please explain your understanding of these concepts, not just a statement that you do provide them. Please do not provide definitions from Google or the Webster Dictionary. How do these concepts relate to your project's deliverables?
 - How you plan to use volunteers in your project. If the use of volunteers is not possible, please explain.
 - What are the outcomes of your project and how you plan to evaluate them?
- d. *Scope of Service/Goals, Objectives and Activities:*

You are provided a work plan template, (Link: <http://HealthyMS.com/rfp>) to complete your goals, objectives and activities. See Attachment B. Do not provide more goals, objectives or activities than the template indicates. If you are able to accomplish your entire project without using each space in the work plan, please do so. For example, only two goals may be necessary to complete the desired outcome. Please do not provide more goals/objectives/activities just to complete the template.

TIPS: Applicants should follow the guidance below for completion of each section of the work plan.

- *Goals:* Project goals are to be stated as they relate to client and community needs identified in the proposed project.
- *Goals:*
 - should be broad statements about what the project intends to accomplish,
 - focus on end results, not tasks; and
 - should align with the grant Request for Proposal (RFP) priority areas and your organization's mission.

The Difference Between Goals and Objectives:

Goals Are:

Broad in Scope
General intention or direction
Cannot be easily measured
Longer Term
Based on ideas

Objectives ARE:

Narrow in scope
Specific/Precise
Can be easily measured
Shorter Term
Based on Fact

- a. Activities:* Activities are the tasks, steps and/or actions conducted to achieve objectives. Each objective should have at least one activity statement related to the desired outcome. Activities should:
 - clearly state the planned tasks/step, evidence-based interventions or program elements designed to accomplish the goal(s) and objective(s) of the project; and
 - clearly identify who will perform the activity.
 - staff person responsible for the activity.
 - b. Measurement.* How do you plan to measure whether you have achieved your activity?
 - c. Expected time the project activity will be completed.*
3. **Sustainability Plan.** In this section, the applicant should clearly explain their present sustainability plan for continuation of the project should OAIV state funds be decreased and/or terminated. **A statement that the program will not continue without the funding is not a sustainability plan and will be disallowed.** Describe the plan *that has been* implemented to ensure continuity of the services provided, in the event continued funding is not available for any reason.
 - This plan should clearly set forth the commitment of the applicant organization (or its community) to continue the services without state or federal funding.
 - Applicants shall have an existing plan in place to sustain project activities if federal funding or state funding through OAIV is no longer available. This may be through raising local support, creation of program income, etc. *(these potential sources must be named in the application).*

Example A – If your agency provides mental health services to victims of dv, your sustainability plan may be that an agency seeks to become a Medicaid/private insurance provider of mental health services or partners with (e.g. via a contract) a private provider of Medicaid/private insurance services to ensure the individuals receive these services.

Example B – If your agency provides advocacy services, your sustainability plan may be that you seek a financial contribution from the counties and/or municipalities in which you provide these services.

Example C – If your agency provides residential shelter services, community-based options and partnerships are utilized.

TIP: In your narrative, please remember the importance of addressing how your agency will engage in planning, coordination, and collaborations with other agencies, and the development and implementation of staff/volunteer trainings.

- **Budget and Budget Narrative**

- a. ***The budget form will be available on the MSDH website as of March 15, 2021.*** The link to the budget is: <http://HealthyMS.com/rfp>. The budget template is Attachment C.
The project budget describes the funding being requested to carry out the specific application project. The budget, including the 25% required match, must directly relate to the proposed project activities and grant program requirements. All budgeted line items must be:
 - allowable under the grant guidelines; and
 - reasonable, necessary, and allocated directly to the project.
 - Additional information to support the budget request maybe be required (i.e., match source, indirect cost detail).
- b. ***The Budget Justification Narrative*** is separate from the budget and should explain and justify how you plan to use the funds and the estimated costs by line item in the budget. The narrative should include and clearly state:
 - the description of the cost;
 - how you calculated and arrived at the cost; and
 - how the expense is necessary for the achievement of project goals, objectives and activities.

TIP: Remember, the budget will align with the activities of the project.

The table below provides the required budget categories. It must be used to determine correct budget categories for expenses so that you may properly complete the budget form.

Approved Categories	Examples	Budget Justification Narrative
Personnel:	Include salaries of funded personnel in this category. Also list any volunteers in this section (for match). Individuals with whom you have contracts for performance of work or who are consultants should be listed in the contractual category.	List each position that pertains to the proposal. The cost calculation should show the employee's annual salary rate (or other pay rate such as hourly rates) and the percentage of time devoted to the project. Provide a brief explanation of the work to be completed by each position and how the work of the position will support the purpose and goals of the overall project.
	Fringe	List the fringe benefits provided to funded staff positions. This may include federal or state required items such as FICA, unemployment, retirement, or optional items such as health, life or disability insurance. For each item, provide the rate applied for each item of fringe to each budgeted staff position assigned to the project.

Approved Categories	Examples	Budget Justification Narrative
Travel:	In-State: Local mileage, meals, lodging, for in-state travel. This budget item is for travel for funded program personnel or travel for project partners while engaging in supported activities. Travel for contractors or consultants should be included in the contractual area. Conference registration fees are to be included here.	List each anticipated travel expenditure. Acceptable expenditures for in-state travel include mileage, rental car costs, meals, and lodging. Acceptable expenditures for out of state travel include mileage, rental car costs, airfare, meals, lodging, ground transportation, luggage fees, tips. For each anticipated travel expense, describe the rates used in estimating the cost, and a statement of the applicable travel policies being utilized (federal, state or organizational policies). Each Travel subcategory should include a statement of the purpose of the travel and how it assists with accomplishing the goals of the project. The justification should also include any discussion of the need for the expense and any cost analysis. If your organization does not have a standard travel policy, you must use the MS Department of Finance and Administration travel guidelines for the calculation of mileage costs. If you have your own policy this should be explained here.
	Out-of-State: Airfare, Lodging Meals, Mileage, luggage fees, ground transportation, etc. necessary for out of state travel. Conference registration fees are to be included here.	
Contractual:	Contractual items represent payment for services rendered other than by employees of the subgrantee. This may include items such as rent, rental contracts, utilities, repair/maintenance services, professional fees, membership dues, telephone, cable, internet, training activities, communications, contractors or consultants. Etc.	Explain the need for items, how the estimated costs were determined and how their use will support the purpose and goals of the project.
	Professional Services, Consultants and Contractors. Any travel for contractors or consultants should be included here.	Describe the activities, scope of work or services to be provided and how the costs were estimated. The justification should also include a description of the practices or policies to be utilized in selecting contractors. Travel for contractors/consultants should follow the guidance above.

Approved Categories	Examples	Budget Justification Narrative
Commodities	Commodities are materials and supplies that are consumed by the program/project. This may include office supplies, janitorial supplies, shelter supplies, food, resident supplies, books/ manual, training curricula.	Describe and itemize the materials & supplies requested for purchase, the intended purpose, and how the estimated costs were determined for each item.
Capital Outlay Equipment:	Capital Outlay Equipment includes equipment, furniture, fixtures (office desks, chairs, computers, telephone systems, etc.) regardless of value.	Describe and itemize the equipment requested for purchase, the intended purpose of each item, and how the estimated costs were determined.
Capital Outlay Other:	N/A	N/A
Subsidies, Loans & Grants:	Victim financial assistance. If your organization provides any kind of assistance for victims (hotel or taxi vouchers, payments for bus/train/airfare, etc.) this should be included in this section.	Describe and itemize the expense, the intended purpose, and how the estimated costs were determined for each item.
	If your organization intends to award sub-grants with the funds, this should be included in this section.	
Indirect Cost:	If your organization is seeking indirect costs, this should be included in this section. Federal indirect cost rate or 10% de-minimis (direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel)	Describe and itemize the indirect costs which will be supported. Examples may include clerical staff, executive director salary, rent, utilities. Consult the indirect cost guidance for additional information on indirect costs.

- **Match:** At present, the following general provisions are applicable to matching funds. The basic match calculation for a required 25% match is:

$$\begin{aligned} &\text{State request divided by } 75\% = \text{total project budget} \\ &\text{Total project budget minus state request} = \textbf{required match amount} \\ &\text{Example Using a \$50,000 state request} \\ &\quad \$50,000 / .75 = \$66,667 \\ &\quad \$66,667 - \$50,000 = \$16,667 \text{ required match amount} \end{aligned}$$

The source of match for this application is cash, i.e., the value of direct funding for the project.

All matching contributions must be allowable and are subject to the same requirements, restrictions and conditions as the grant funding.

All successful applicants must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

All match must be documented in the same manner as grant-funded activities.

Match Source Verification (Attachment D) should be completed and returned with the grant application through Smartsheet.

Match is to be documented in the budget following the guidelines in the explanation above.

Cash Match:

Funds from Federal sources or items obtained using federal funds **MAY NOT** be used to meet the match requirement.

Match **MAY NOT** be used for more than one grant project, including other grants not funded by OAIIV.

In the event that current legislation provides relief for the match requirement, this section will not be applicable.

DEFINITIONS

Application: A formal, written response by an individual or organization to a grant solicitation (request for proposal) published by OAIV.

Best Practices. A best practice is a technique or methodology that, through experience and research, has proven to reliably lead to a desired result. Best practices include processes and activities that have been shown in practice to be the most effective. A commitment to using best practices in any field is a commitment to using all the knowledge and technology at one's disposal to ensure success.

Batterer Intervention Program: (see Qualified Program for Batterers).

Certification/licensure: A professional credential which permits an individual to engage in certain activities under state law.

Conflict of Interest: Participation in activities involving state or federal funds in which a person or his/her immediate family, partners, organization has a financial interest or less than an arms-length relationship.

COOP (Continuity of Operations Plan): A Continuity of Operations Plan or that helps to ensure trouble-free operations through unanticipated events. Many attribute this term and idea to the U.S. Federal government which has mandated that agencies need to provide for continuity of operations in many different crises. **Some entities may refer to this as a Disaster Plan. Regardless of title, the plan should address how operations will continue during unanticipated events (e.g. pandemic, tornado, flood, etc.)*

Culture: A set of learned values, attitudes, rituals and practices held in common by a group of people, usually identified by history, language and traditions. Culture includes groups identified by race/ethnicity, gender and gender identity, sexual orientation, age, physical and/or cognitive ability, social class, economic status, education, marital status, geography, family structure, religious affiliation/spirituality, and residency without regard to immigration status.

Cultural awareness: The understanding that culture impacts an individual's perspective and their experience of victimization.

Cultural relevance: Putting cultural knowledge and skill into action, making an individual victim service program relevant to the victims it serves.

Culturally or Linguistically Appropriate: the provision of respectful quality care and services in a manner which is responsive to diverse cultural beliefs and practices, preferred languages, and other communication needs.

Culturally Specific Organization: Organization whose primary purpose is to provide services for and specifically targeted to a specific racial or ethnic minority group and whose dominant organizational culture – including directors, staff, programs, operations, activities and materials - reflects the culture and values of a specific community.

Culturally Specific Project: Project designed to meet the needs of victims from a specific cultural community in a culturally aware and relevant manner. Activities and materials must reflect the culture and values of a specific community.

Direct Services: Activities that (1) respond to the emotional and physical needs of victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the civil and criminal justice system; and (4) provide victims of crime with a measure of safety and security.

Domestic Abuse Intervention Program: (see Qualified Program for Batterers)

Domestic Violence Shelter: A place established to provide temporary food and shelter, counseling, and related services to victims of domestic violence. See MS Code Section 93-21-107

Evidence Based (or Evidence Informed) practice: Practices which integrate the best research evidence and clinical expertise while considering the clients' values and needs.

Grantee/subgrantee/recipient/sub-recipient: The person or entity awarded a grant, sub-grant, award or sub-award.

Grant Award/Sub-award: Financial assistance that provides support or stimulation to accomplish a public purpose.

Grant Budget: A budget itemizing one or more specific activities or purposes under the grant and the maximum amounts a Grantee, a grant recipient or grant sub-recipient may be reimbursed.

Indirect Costs: Indirect costs are those costs incurred for a common or joint purpose benefiting more than one project, that are not readily assignable to a funded activity.

Interpersonal Violence: Any behavior between family members and intimate partners, but also between acquaintances and strangers, that causes physical, psychological, or sexual harm and includes, but it not limited to, acts of domestic violence, stalking, sexual assault, trafficking, and child sexual abuse.

LEP: Limited English Proficiency.

LGBTQA+: A person who identifies as lesbian, gay, bi-sexual, transgender or queer/questioning.

Match: Local cash funds or in-kind services which are dedicated to a funded project.

Non-responsive: Any response to a grant solicitation that fails to conform in all material respects to the grant solicitation's requirements (request for proposals).

Notice of Award: Notification provided to a sub-grantee or sub-recipient they have received an award, establishing the amount and time period.

Notice of Intent to Award: Written notice from OAIV to a respondent of a grant solicitation that the evaluation is complete and that names the respondent who is considered for award.

Qualified Program for Batterers: A qualifying or qualified program for offenders/abusers is one that focuses on behavior modification for perpetrators of domestic violence to prevent domestic violence from reoccurring, consistent with minimum standards adopted by OAIIV.

Request for Proposals (RFP): Also known as solicitation. The advertisement seeking proposals for applications for federal or state grant funding.

Sub-grant Agreement: The agreement entered between MSDH/OAIIV and a successful applicant for funding.

Sustainability: Organizational sustainability occurs when an organization is profitable enough to plan for and develop financial reserves that will help it weather changes in the economic environment and the program without risk to the organization. If an organization is sustainable, it has invested sufficient resources so that it can sustain itself over the years.

Trauma-informed: Trauma-informed practices are those which involve understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress, as well as the behavioral and mental health impact of exposure to trauma.

Unserved, underserved or inadequately served population: A population which, due to identifiable barriers including, but not limited to, culture language, race, ethnic origin, or disability, is not able to access services, is served at a lesser capability, or is served in a non-culturally or linguistically competent manner by providers within the state. *Mississippi identifies underserved populations as follows:* American Indians, Native Alaska Natives, rural populations, the elderly, individuals having disabilities, women of color, other racial minorities, immigrants, refugees, and individuals identifying as LGBTQ. Unserved victimization types include all forms of human trafficking, stalking, strangulation, survivors of homicide victims, crimes motivated by hate, and identify theft/fraud.

Victim: A person who has experienced a criminal activity, either direct or indirect. Secondary victims, such as family members, friends, classmates and co-workers of the primary victim are considered victims.

Victim-centered services. Services which are specific, appropriate, culturally, linguistically and physically accessible, and driven by the needs of individuals or communities impacted by crime and violence.

ATTACHMENTS

Attachments for this RFP are available online at <https://msdh.ms.gov/page/19,0,205,796.html>